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| **Class Group:** | Business Studies BS1-1 |
| **Assessor:** | Raymund O’Connor |
| **Component Title & Code:** | Spreadsheet Methods 5N1977 |
| **Assessment Technique:** | Project |
| **Weighting:** | 50% |
| **Title:** | Project |
| **Issue Date:** | 17th February 2022 |
| **Submission Deadline Date:** | 4th April 2022 - Time: 16:00 |
| **Learning Outcomes Assessed:** | 1,2,3,4,5,6,7,8,9,10 |
| **Learner Name:** |  |
| **DECLARATION:**  **I confirm that all assessment work I submit via Moodle, etc is my own original work.**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| **Marking Sheet**   |  |  |  |  | | --- | --- | --- | --- | | **Criteria** | **Assessment Criteria** | **Max Mark** | **Mark Awarded** | | **Design** | * Project with aims clearly described * Investigate a range of common uses for spreadsheets * Demonstrate common spreadsheet usability features * Spreadsheet, data capture form and screen layout well designed to include accurate detail * Specifications for input data, processing and output * Description of the proposed macro * Specification of the proposed graph * Description of how the filtering will be used in the assignment | 20 |  | | Implementation | * Data and labels accurately inputted * Formulae and functions accurately applied * Chart and Macro clearly identified * Variable change clearly demonstrated * Versions of spreadsheet accurately saved and printed, showing * the entire spreadsheet, the spreadsheet with formulae and after * recalculation and after the use of a filter | 25 |  | | Modifications | * Relevant modifications or improvements suggested | 5 |  | |  | **Total =** | **50** |  | |

Learning Outcomes

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| 1. Investigate a range of common uses for spreadsheets |
| 1. Explore key spreadsheet elements including cells, cell references, numeric, alpha, and alphanumeric data, formulae, functions, graphs and macros. |
| 1. Demonstrate common spreadsheet usability features to include use of toolbars, window management, sorting and filtering. |
| 1. Use spreadsheet design features involving data and cell formatting techniques which enhance understanding and legibility. |
| 1. Automate routine multi-step tasks through the creation, execution, and management of simple macros. |
| 1. Print complete or partial sections of a spreadsheet, formatted fit for presentation. |
| 1. Use advanced spreadsheet features including absolute and relative cell references, conditional IF statements, statistical, financial, and date and time functions. |
| 1. Generate a variety of types of graphs, with appropriate titles and labels, from spreadsheet data. |
| 1. Produce a spreadsheet, with minimal supervision, that meets a simple design specification and is fit for purpose. |
| 1. Demonstrate personal initiative and resourcefulness in editing and amending spreadsheets to ensure they are fit for purpose. |

**5N1977 Project Brief**

You are required to create a spreadsheet on any topic you wish, but it must contain at least the following

* At least 10 rows of data, including character, numeric and a date type.
* An overall heading [generally centre top].
* Column headings (row headings if required).
* At least 2 different cell alignments (left, right, centre)
* A range of different cell formats (currency, %, decimal, date)
* Use of colour (fore + back), font sizes, different fonts, bold, etc

Design phase

You need to produce a report with evidence of designing your spreadsheet. This should include at least the following

* A general introduction to spreadsheets explaining their use (give examples)
* A description of the problem the spreadsheet is being created to solve.
* The proposed solution.
* A design for the screen layout.
* A design for a data capture form.
* A clear breakdown of which data is
* Input Data
* Output Data
* Processed data (formula’s)

Note formula’s to include at least the following

* a simple and conditional if
* Average and sum functions
* Date/time functions
* Absolute cell references
* A specification of all formats, alignments, column widths, etc used
* A specification for the proposed graph
* A specification for the proposed Macro
* A specification for a sort/filter.

Implementation phase

All printouts will have a footer/header, column and row headings, landscape and fit on the page.

* Printout of the whole spreadsheet.
* Printout of spreadsheet showing formula.
* Printout of the graph (heading, legend, etc).
* Printout of the spreadsheet sorted.
* Printout of the spreadsheet before and after various data changes.
* Printout of before and after macro.

Critical analysis of project

* A section on how the project went, things you learned, mistakes made and corrected, ideas implemented and discarded.
* Suggestions as to any modifications or improvements to your project.